

## **SAFETY PROGRAM ELEMENT DESCRIPTIONS**

### **3.1 HAZARD REPORTING**

#### **Purpose:**

Mishap prevention depends upon early identification, reporting, and correction of hazards. Hazards may be defined as any existing or potential conditions, acts, or procedures that can result in accidents (mishaps). A hazard may be reported by anyone.

Hazards must be reported and corrected at the lowest possible level. They should be reported to the supervisor so that units can immediately begin corrective actions. If the hazard can be eliminated on the spot, no further action need be taken. Units should make every effort to correct the hazard "in-house". Hazard reports that cannot be corrected within the unit must be sent to the Monroe County Safety office and a work order initiated if applicable.

Hazard reports are investigated by the unit Safety Representative. The originator will be notified of the results of the investigation and the corrective actions taken or planned to eliminate or abate a validated hazard. The originator will be notified when final and closing actions have been completed.

### **3.2 SAFETY BULLETIN BOARDS**

#### **A. Purpose**

Safety bulletin boards are required in all major work areas for posting mishap prevention and other safety related information.

#### **B. Posting Information**

At a minimum, they must include:

- Emergency phone numbers
- Fire Evacuation Plan
- Fire Evacuation Procedure
- Hazardous Materials (Right to Know) Poster
- County Safety/Loss Control Policy Statement
- CPR/First Aid trained personnel List and their location
- Location of First Aid Kits and medical equipment
- Location of nearest medical treatment facility
- Safety personnel names and phone numbers
- Hazard Report Forms, Monroe County Form SAF-2 and instructions

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- Off-the-Job Safety topic
- Job Safety topic (changed at least monthly)
- Accident reporting procedures
- Safety suggestions/Safety hotline information
- Safety Awards information and pictures
- Other timely and applicable Safety information; e.g., newspaper/magazine clippings, Safety posters, Division/Department Safety Policy, Division Safety program status, accident summaries, etc.
- Innovative ideas are encouraged to heighten Safety awareness

### **3.3 SAFETY INSPECTIONS**

#### **A. Annual and spot inspections**

This is a management tool to aid each Division Director in determining if mishap prevention program elements are being followed or met. Inspection Checklist.

#### **B. Self Inspection**

These are conducted in the sixth month following the County Safety office Annual Inspection. This is the Unit Safety Representative's chance to assure the Division Director that program elements are being met.

#### **C. Safety Administrators Office Inspections**

Annual inspections are conducted to ensure compliance with safety standards, identify hazards, and to determine each unit's effectiveness and participation in the Monroe County Safety and Accident Prevention Program. The County Safety office will inspect all program elements of each Division Safety Program. Units will be notified by letter at least one month prior to the scheduled inspection. It is each unit representative's responsibility to coordinate and confirm new inspection dates with the County Safety office.

#### **D. Spot Inspections**

These are unscheduled inspections and are conducted periodically. They are generally informal, without notice, and are limited to a single activity or subject of interest. These inspections will be documented to identify problem areas or trends. Supervisors are responsible to conduct periodic self-inspections for hazards or deficiencies.

### **3.4 HAZARD REDUCTION PROGRAM**

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The primary purpose of the Hazard Reduction Program is to prioritize hazards and monitor reduction actions. Hazards identified by fire, safety, and health inspections must be assigned a Hazard Classification Code (HCC).

- A. The Safety Representative is responsible** for tracking uncorrected hazards.
- B. The County Safety office will prioritize** all significant County hazards so they can be corrected on a "Worst First" basis.
- C. The Safety Representative will notify** the County Safety office when a hazard is corrected

### 3.5 NON-SUPERVISORY PERSONNEL TRAINING

- A. Supervisors are key people in the Safety program.** They are directly responsible for providing a safe and healthful environment. Supervisors must know the occupational, safety, and health requirements for their work areas and must enforce compliance.
- B. Training is the method for a supervisor** to ensure the new worker will be a safe worker. New employees form attitudes about the job, the supervisor, and other workers quickly. This attitude greatly affects the way a new worker will perform. A worker with a poor attitude is also the same worker who will take the short cut, perform an unsafe act, or fail to correctly perform a task.
- C. Training is also required** when there is a change in equipment, procedures, processes, or safety, fire, and health requirements. This training must be of sufficient length and depth to make sure the individuals know:
  - 1. The hazard(s) of the job task to be performed.
  - 2. Hazards of the work area.
  - 3. Occupational safety and health standards of guidance that apply to their job and workplace.
  - 4. Personal protective equipment they will need and how, when, and where to use it.
  - 5. Location and use of emergency and fire protection equipment.
  - 6. Emergency procedures that apply to their job and work place.
  - 7. Reporting unsafe equipment, conditions or procedures to supervisor

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immediately.

8. Location and submitting procedures for Hazard Reports.
9. Accident (mishap) reporting procedures.
10. Emergency telephone numbers.
11. Location and required review of appropriate safety bulletin boards.
12. Location of medical facilities and procedures for obtaining treatment.
13. Requirements for documentation and notification of on-the-job injury or illness.
14. Individual responsibilities for insuring own safety.
15. Required use of safety belts.
16. Personnel rights.

**D. To ensure proper training** is accomplished the supervisor should establish a job safety training outline. This ensures complete and uniform training of newly assigned personnel.

**E. Non-supervisory personnel training** must be documented for all employees. The Division Safety Management Book will be used to document all Safety training.

The following Safety training is mandatory for all County employees annually:

1. Proper lifting techniques -- Back care
2. Slips, trips & falls
3. Reducing unsafe acts
4. Heat stress
5. Florida-Right-to-Know Hazardous Materials
6. Hurricane Safety

### 3.6 INVESTIGATION AND REPORTING MISHAPS

**A. Mishaps involving County property** and/or personnel are investigated to:

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1. Identify cause(s)
2. Recommend appropriate corrective action(s)
3. Prevent recurrence.

Mishaps are reported to provide Directors and Supervisors at all levels with uniform, accurate, and complete mishap data to support their Safety efforts. All mishaps should be investigated and reported. The extent of the investigation and reporting criteria is determined by the severity and/or frequency of the mishap(s). Units should be able to perform class C or D (Chapter 5) mishap investigations. The Monroe County Accident Investigation Form will be completed on all mishaps. The First Report of Injury will be completed and forwarded to Workers Comp or Risk Management within 24 hours of the accident. The complete form should be submitted within five (5) working days. Notify the Safety Administrator for investigation assistance on all major accidents.

### **B. Mishap Notification Procedure**

1. Mishaps Are Defined As:
  - a. Injury to County personnel.
  - b. Damage to County property including equipment, buildings, or vehicles. Injury or damage to non-County persons or property as a result of County operations.
  - c. Immediate notification of a serious mishap is critical. Accident sites contain valuable information necessary for accurate investigation and the formulation of corrective actions. If the Safety Representative is not notified promptly, so they can respond, this information can be destroyed and proper corrective action cannot be determined. Therefore, it is critical that safety personnel be notified ASAP.
2. Accident notification procedures are established to ensure prompt and accurate notification of mishaps. Your unit procedures must include instructions for reporting:
  - a. Injury to County employees.
  - b. Damage to County property (vehicles, equipment, buildings, etc.)
  - c. Injury/damage to non-County employees/property as a result of

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County operations.

Unit procedures must include positions/telephone numbers of key personnel who will be notified in the event of an accident, and who will notify the Safety Administrator for serious accidents (Class A and B). The notification procedures must be posted on your safety bulletin boards and publicized to ensure personnel at all levels are familiar with reporting/notification requirements.

### **3.7 SUPERVISOR SAFETY TRAINING**

Supervisors are key people in the Safety program since they are directly responsible for safe and healthful environments in their areas. This training course is designed to give supervisors a basic working knowledge of their responsibilities for providing and maintaining a safe and healthful work environment. It also provides supervisors necessary tools for recognition, reporting, and elimination of hazards, employee safety briefings, employee motivation, mishap investigation, and other skills required to implement the Safety program. Attendees are personnel who occupy supervisory positions, and any supervisor who demonstrates a lack of Safety knowledge or initiative.

### **3.8 SAFETY REPRESENTATIVE**

#### **A. Responsibility:**

To inform the Division/Department Director of his unit's Safety posture.

#### **B. Enhance Effectiveness of Safety Program**

Safety representatives must continuously look for ways to enhance their unit's effectiveness. Some alternatives are safety meetings, briefings and programs geared to the unit and conducted by the safety representative. It is a safety representatives responsibility to assure the Division Director and Department Heads are thoroughly aware of the invitation to participate in safety related activities.

#### **C. Briefings**

It is also the safety representatives duty and responsibility to brief the Division Director monthly on all program elements and record these meetings in the Unit Safety Management Book.

### **3.9 DIVISION SAFETY MANAGEMENT BOOKS**

These books are a one-source document that covers all program elements and indicates to each Division Director the status of his unit Safety program. It also is

a repository for correspondence and documents pertinent to program success. Safety Representatives must brief the Division Director monthly to assure continuity of all program elements. It's each safety representatives responsibility to maintain the Division Safety Management Book in accordance with this Manual.

### **3.10 CROSSTELLS/COMMUNIQUÉS**

Purpose: To provide Safety data/information to all employees concerning accidents, equipment changes, and procedural deficiencies. It is paramount that each safety representative disseminate this information to each work center to assure involvement in the Mishap Prevention Program. These communiqués are a single page covering a timely safety topic to be provided by the County Safety Office. These are to be placed on the Safety Bulletin Board and/or briefed to employees.

### **3.11 JOB SAFETY TRAINING OUTLINES**

Job Safety, Fire Prevention and Occupational Health training must be given by supervisors to each newly assigned worker and each worker who has not previously received this training. Additional training is only given if required by a change in assignment, equipment, procedure, processes, or standards. This training will be documented on SAF-8.

The following outline contains minimum job training requirements. This outline should be supplemented by additional information to meet standards which are to a specific operation.

#### **A. Hazards of the Job** for office areas

1. Filing cabinets
  - a. Close all drawers after use.
  - b. Are drawers operating properly and stops installed?
  - c. Overloading tip filing drawers (tipping over).
  - d. Location (easy access, not blocking aisles or exits).
2. Desks
  - a. Close all drawers after use.
  - b. Protruding edges (corners) for desk coverings (glass, plastic, etc.)
3. Computer/Typewriters
  - a. Proper positioning when typing.
  - b. Insure all office equipment is serviceable (i.e., three prong

electrical plugs).

4. Paper cutters

**B. Hazards of the Work Area**

1. Noise
2. Stairs/Steps
3. Electrical
4. Handrails
5. Ventilation
6. Floors (tripping or slipping hazards)
7. Lighting
8. Parking lots

**C. OSHA Regulations & Work Specific Safety Guidelines**

1. The workplace is required to have an evacuation plan posted for quick exiting for fire and bomb threat.
2. Floors should be kept in a condition to prevent slips/trips and falls.

**D. Personal Protective Equipment**

1. Consult applicable manuals, technical orders and OSHA Regulations.
2. If a determination or assistance is required call the Safety Administrator.

**E. Location and Use of Emergency Equipment**

1. Location of electrical equipment shut-off switches.
2. Location of fire extinguishers.
3. Evacuation plans.

**F. Emergency Procedures That Apply to The Job and Workplace**

1. Emergency medical aid and fire department assistance will be obtained as the situation dictates. The phone number of these services is **911**. (dial a “9” first).....**9-911**. Monroe County Government phone system does not coordinate with the enhanced 911 system (your address will not show up on the dispatchers computer.)



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2. Building evacuation procedures and location of fire alarms.
3. Other as needed such as CPR, First Aid kit, etc.

### **G. Reporting Unsafe Equipment, Conditions or Procedures to you Supervisor**

1. Report all unsafe equipment, conditions, or procedures in your area to your supervisor.
2. Explain Lock Out/Tag Out program.

### **H. Hazard Report**

1. Hazards may be identified by means of Monroe County Hazard Report (Form SAF-2).
2. Blank Form SAF-2 are located on the Safety Bulletin Board.
3. Forward a copy of hazard report to County Safety office for hazards the safety representative cannot correct on the spot.

### **I. Accident Reporting Procedures**

1. The immediate supervisor will be notified as soon as possible after the occurrence of any job related injury or illness.
2. The immediate supervisor will notify the Unit Safety Representative. The unit Safety representative for our unit is \_\_\_\_\_.
3. The Supervisor will complete an Accident Investigation First Report and forward within 24 hours of the accident.
4. Explain Division safety policy.

### **J. Location of Safety Bulletin Board**

1. Each safety bulletin board will be reviewed weekly.
2. Safety bulletin board is located \_\_\_\_\_.
3. Safety bulletin board monitor is \_\_\_\_\_.

**K. Location of Medical Facilities**

1. Identify location of nearest medical facility (Emergency Room).

**L. Documentation and Notification of on the Job Injuries or Illness**

Supervisor should know the appropriate forms to initiate when a County employee is injured on the job.

1. A Notice of Injuries Form DWC-1, must be completed and forwarded to the County Safety office through the Employee Benefits Section for personal injury on the job.
2. Form SAF-1, Accident Investigation Report, will be completed by the supervisor and forwarded to County Safety office through the Employee Benefits Section for all injuries.

**M. Purpose and Function of the SAF 3 Notice of Hazard**

1. The Form SAF-3 is used to identify hazards in the work area to all personnel exposed to the hazard.
2. All personnel will be briefed on the hazards.
3. The Safety Representative will coordinate with the supervisor as to when or where to post and remove the Notice of Hazard.

**N. Individual Responsibilities for Ensuring Own Safety**

1. The ultimate responsibility for Safety rests with the individual.
2. Individual must comply with established Division Safety directives and procedures and the Monroe County Safety Policies and Procedures.

**O. Required Use of Seatbelts**

1. Seatbelt use is mandatory for all employees whenever operating or riding any motor vehicle.
2. A County motor vehicle will not be put into motion without the driver and passengers fastening their seat belts.

**P. Personnel Rights**

1. Under the provisions set forth by the Occupational Safety and Health program each employee has the right to a safe and healthful work

environment.

**Q. Manual Lifting Training**

1. Supervisor must provide manual lifting training at least annually to all employees.
2. Personnel receive initial lifting training within 30 days of assignment.
3. Supervisor will develop a lesson plan to conduct manual lifting training, and supplement with a training video available through the County Safety office.
4. Training will be documented in the Division Safety Management Book.
5. The Safety Accident Review Board has recommended that all County employees that lift heavy objects regularly must wear back support (back belt).

**R. Florida's Right-to Know Law: Your employer must:**

1. Inform you of the listed toxic substances in your workplace.
2. Make available upon your written request a form called a "Material Safety Data Sheet" which explains the proper ties and hazards of each listed toxic substance to which you are, have been, or may be exposed in your workplace.
3. Provide instruction, within the first 30 days of employment and at least annually thereafter, on the adverse health effects of each listed toxic substance with which you work in your workplace, how to use each of these substances safely, and what to do in case of an emergency; and
4. Notify the local fire department of the characteristics and location of each listed toxic substance regularly present in the workplace.

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